



State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 5, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-21

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November and December 2009

Attached are calendars detailing November and December 2009 processing schedules for ISIS HR. It is imperative to note which holidays are on the ISIS holiday calendar and which are not. Remember, holidays that do not appear on the ISIS holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle checks, direct deposits, and regular payroll checks during these holiday periods:

- Off-cycle closes at 5:00 p.m. on Wednesday, November 25th. Off-cycle will remain closed until the morning of Wednesday, December 2, 2009.
- Direct deposit reversal requests will not be accepted after December 16, 2009.
- Reversals will not be processed after December 23, 2009 for checks dated 2009 or before. Processing of these reversals will resume after the 2009 W-2's have been completed.
- Off-cycle closes at the normal time on Wednesday, December 23rd. **Off-cycle will remain closed for agencies until around 9:00 a.m. on Tuesday, December 29, 2009;** therefore, payroll should be audited and off-cycles processed as soon as possible. **Off-cycle is ONLY open on Tuesday of this payroll week due to year-end processing and holidays.**
- Since January 1, 2010 is a Federal Reserve banking holiday, payday has been changed to Thursday, December 31, 2009. **December 31, 2009 payday direct deposits will be transmitted on December 29th** for December 31st settlement date (check date). Payroll checks will be mailed by December 31st.
- **All off-cycles for the December 31, 2009 payday that are processed during this week must be dated Thursday 12/31/2009.**

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- Off-cycle closes at the normal time on Tuesday, December 29th and will remain closed until Monday, January 4, 2010. Direct deposits for December 29th off-cycle will be transmitted on December 30th. Off-cycle checks saved on December 29th will be mailed by December 31st.

NOTE: Requests for Direct Deposit Stops/Reversals will not be accepted for the December 31, 2009 payday; therefore, agencies must be extremely careful when entering payroll.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [ISIS HR Help Desk](#).

APH:JAB/ral

Attachments: ISIS HR Holiday Processing Calendars

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 Off-cycle unavailable	2 Off-cycle unavailable	3 Off-cycle unavailable	4	5	6 PAYDAY	7 Off-cycle unavailable
8 Off-cycle unavailable	9	10	11 Veterans Day (on ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	12 Off-cycle unavailable	13 Off-cycle unavailable	14 Off-cycle unavailable
15 Off-cycle unavailable	16 Off-cycle unavailable	17 Off-cycle unavailable	18	19	20 PAYDAY	21 Off-cycle unavailable
22 Off-cycle unavailable	23	24	25 Off-cycle closes @ 5:00 & <u>will remain closed until Wed 12/2/09</u>	26 Thanksgiving Day (on ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	27 Acadian Day Declared (NOT on ISIS holiday calendar) Off-cycle unavailable	28 Off-cycle unavailable
29 Off-cycle unavailable	30 Off-cycle unavailable					

2009

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Off-cycle unavailable	2	3	4 PAYDAY	5 Off-cycle unavailable
6 Off-cycle unavailable	7	8	9	10 Off-cycle unavailable	11 Off-cycle unavailable	12 Off-cycle unavailable
13 Off-cycle unavailable	14 Off-cycle unavailable	15 Off-cycle unavailable	16 Last day to submit direct deposit reversal requests	17	18 PAYDAY	19 Off-cycle unavailable
20 Off-cycle unavailable	21	22	23	24 Declared Holiday (NOT on ISIS holiday calendar) Off-cycle unavailable	25 Christmas Holiday (on ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	26 Off-cycle unavailable
27 Off-cycle unavailable	28 Off-cycle unavailable	29 Off-cycle available Possibly by 9:00 am (dated 12/31/09) ACH file transmission	30 Off-cycle unavailable	31 PAYDAY Off-cycle unavailable	1 January 2010 New Year's Holiday (On ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	2 January 2010 Off-cycle unavailable

2009